

APPLYING FOR A U.S. SOCIAL SECURITY CARD FOR EMPLOYMENT

Students at Nova Southeastern University (NSU) are required to have a U. S. Social Security Number in order to be placed on the payroll.

International students needing to apply for a Social Security card will:

- first obtain a position of employment
- request that the supervisor completes the hire in JobX
- come in to the One Stop Shop/Student Employment to present original ID documents. Acceptable documents that show eligibility to work on campus include:

I-20

Valid passport

I-94

- complete the electronic I-9. Link for the I-9 will be provided by the supervisor or Student Employment.
- receive the letter of verification of employment from Student Employment.
- visit the Office of International Students and Scholars to sign the letter of verification of employment
- file an application for a Social Security card at the Social Security Administration (SSA). The SSA can be contacted at 800-772-1213
- return to the One Stop Shop to present the actual Social Security card
- update Form W-4

In lieu of the Social Security card, the student can request a receipt of the Social Security card application from SSA. However, the student must hand-print the Social Security number on the receipt and update Form W-4.

Allow approximately 7 business days for the supervisor/contact to be notified by the Office of Human Resources that the student has been cleared to begin working.

This information is for students to be employed by NSU only. The Office of Student Employment is not involved in the hiring process of vendors, such as Chartwells and Barnes & Noble. Students who have been offered a position by a vendor should contact their hiring supervisor for the vendor's process to apply for a U. S. Social Security Card.